

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Intermittent Law Clerk Appeals Division

Summary: The Appeals Division of the Attorney General's Office represents the State, its agencies, officers, employees and interests, before the state and federal appellate courts in civil and criminal cases. The Law Clerk will assist the division's attorneys.

Duties and Responsibilities:

- The General Criminal Section handles all non-capital direct and post-conviction appeals from state trial courts, and is the largest practice section of the division. In the vast majority of cases the State is the appellee. All representation is done in conformity with the Rules of Appellate Procedure, division style and format office policy and practices, professional rules and expectations, and all other applicable laws, standards and guidelines.
- Superior research (Westlaw) and writing skills are expected, and persuasive written and oral appellate advocacy is essential.
- Other duties as assigned.

Qualifications:

- Admitted to Law School.
- Excellent written and oral communication skills, including the ability to relate effectively to both legal and non-legal individuals.
- Ability to multi-task and manage a large caseload.
- Ability to advocate on behalf of the state.
- Ability to work well with others.
- Proficient in computer skills.